



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
US ARMY CONTRACTING CENTER
NORTHERN REGION CONTRACTING CENTER
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FORT EUSTIS, VIRGINIA 23604-5538

REPLY TO
THE ATTENTION OF

15 July 2005

SFCA-NR-NRCC (715k)

MEMORANDUM FOR Directors of Contracting/Division Chiefs

SUBJECT: NRCC Policy Letter 05-03, Compressed Work Schedule or Flexible Work Schedule

1. Reference:

- a. US Code, Title 5, Chapter 61, Subchapter 11.
- b. Code of Federal Regulations (CFR) Title 5, Part 610; Hours of Duty.

2. The Northern Region Contracting Center (NRCC) civilian personnel serving in an official supervisor or management position are only authorized to work the 5-4/9 compressed work schedule or flexible work schedule. The 5-4/9 is the schedule that provides for an employee to work nine hours daily for eight days, eight hours on one pre-established workday within the pay period, and have one pre-established workday off during each pay period. The eight-hour day and day off are subject to approval along with any other deviations from the established work schedule. The flexible work schedule is the one that allows varied arrival/departure times around core hours, but maintains an eight-hour day, 40-hour week, and 80-hour pay period. The gliding arrival time for the flexible work schedule is 6:00 to 8:30 a.m.

3. The presence of supervisory and managerial employees is critical in maintaining the continuity and stability of the work force and above all for meeting the most critical mission requirements. After implementation of the CWS work schedule, and the RDO is established, the ROD day cannot be changed without prior approval of the supervisor. The regulation states that in no instance will the day be exchanged outside of the pay period.

4. Army Contracting Agency (ACA) is a customer-focused organization. We can best serve our customers by being available when they are. For this reason, ACA NR encourages the DOC's to work the same schedules as the host installation.